

## - Vacancy Announcement -

The Housing and Community Development Authority is seeking qualified candidates for an Asset Development and CIFI Programs Coordinator. **To be considered for this position applicants must:**

1. **Email a 1 – 3 page professional writing sample to Jan Kovacs at [jakovacs@spd.in.gov](mailto:jakovacs@spd.in.gov) listing the title of the position in the email subject line.**
2. **Submit an online application for posting number 578171 at the State's job bank website, <http://www.in.gov/spd/2334.htm>.**

The position is housed in IHCD's Indianapolis headquarters and the salary can range up to \$38,000 commensurate with relevant education and work experience. Resumes are being accepted through March 7, 2012.

### **Posting 578171, Asset Development & CIFI Programs Coordinator**

#### **Job Description**

**The Asset Development and CIFI Programs Coordinator** contributes to fulfilling the IHCD mission and meeting strategic and annual IHCD operational and program goals by coordinating and administering technical and financial services to qualified partners that provide asset development opportunities; including but not limited to, Individual Development Account (IDA), Refugee IDA and Educational Development Account, to low-income households. The Asset Development Programs Coordinator demonstrates a commitment to the development needs of low-and-moderate income communities and households. This position will also provide program assistance to the Community Investment Fund of Indiana and possibly other programs. The most common functions of the position include:

Create and ensure general correspondence including, award notifications, denial letters, and contracts are executed expeditiously.

Ensure that program standards and certification procedures are reviewed and enforced.

Ensure that Asset Development partner organizations have tools and technical resources to promote and administer local programs in accordance with state and federal regulations and standards.

Ensure that Asset Development partner organizations track and report outcome measures through common data points and system platforms.

Prepare and maintain up-to-date applications, program manuals, and training materials for matched savings programs, as directed by IHCD staff.

Ensure that claim vouchers are processed accurately and expeditiously for matched savings programs.

Prepare and submit reports to state and federal regulators accurately and expeditiously for matched savings programs.

Serve as administrator for IDA module in DMS. Coordinate with Roeing to detect and troubleshoot glitches in the system.

Provide technical support to partners in utilizing DMS.

Ensure information on IHCD's website regarding matched savings programs is accurate, current, and complete.

CIFI and related duties:

Coordinating the fundraising process by coordinating schedules for fundraising/capital raising calls and identifying and following up on individual prospects/suspects/donors

Coordinating the lending process by gathering complete applications from potential borrowers and packaging materials for investment review committee

Coordinating the disbursement process by working with staff and attorneys to perfect loan docs and proceed to closing, working with staff and disbursing agents to perfect loan draw requests and disburse, and work with staff and attorneys to perfect claims to collateral through coordination of document collection and review

Coordinating the servicing process by ensuring that loans are properly set up in portfolio management software and preparing portfolio reports for staff and board

Coordinating compliance and reporting processes by ensuring timely submission of proposals and reports in a timely fashion and working with the finance committee to address details related to the annual audit.

Coordinating committee and board meetings and community advisory committee meetings.

**Preferred Education and Experience:**

A bachelor's degree is preferred, though relevant work experience or a combination of relevant education and experience may substitute for the bachelor's degree. Experience working with federal programs and related guidelines is also preferred. Non-profit work experience and fundraising experience is helpful.

Candidates must have strong verbal and written communication skills and must be able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels, including federal program staff, program partners and clients. Customer service orientation is necessary and the candidate need to be able to takes initiative and work with little supervision. The position requires a person to think logically and analytically to interpret federal program guidelines, detect data errors from program partners, and troubleshoot as needed. Additional helpful skills include:

Being proactive in anticipating and alerting others to problems with projects or processes.

Familiarity with computer databases and able to communicate system related issues and problems to the IT vendor and partners.

High detail orientation and accuracy.

Able to prioritize, organize tasks and time, and follow up.

Able to juggle multiple requests and meet multiple deadlines.

Able to work well in a team environment and as part of a team.

Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).

Demonstrates proficiency in basic mathematics.